

CALL FOR INTERNS

***** Deadline to submit applications: 3 September 2008 *****

Position title (specific); position reports to:

- Arizona Commission on the Arts Learning Program Intern: Mandy Buscas, Arts Learning Director
- Arizona Commission on the Arts Visual Arts Intern: Adriana Gallego, Visual Arts Director
- Arizona Commission on the Arts State and Local Partnerships Intern: Mitch Menchaca, Director of State and Local Partnerships
- Arizona Commission on the Arts Individual Artist Services Intern: Casey Blake, Individual Artist Services Coordinator
- Arizona Commission on the Arts Communications Intern: Chris Burawa, Literature and Communications Director

Number of hours per week; schedule: 5-12 (to be identified at the time of posting); weekly schedule to be determined by intern and supervisor.

Dates of service: September 2008 through December 2008 (with the possibility to continue). Positions may be renewed or reposted.

Location: ACA offices at 417 West Roosevelt; Phoenix, AZ 85003

Position description (general):

The Arizona Commission on the Arts (ACA) is an agency of the Arizona State Government whose mission is to create an Arizona where people broaden, deepen and diversify their engagement with the arts - as creators, audiences and supporters - in ways that are satisfying and integral to their lives.

The ACA Internship Program provides emerging leaders in the arts with the opportunity to investigate and participate in the operations of a state arts agency. Through a combination of learning experiences, work projects, and group collaborations, interns become integral members of our team. Interns are expected to participate in daily activities, contribute skills and ideas, and produce excellent work, all the while preparing to become the next generation of arts, nonprofit, and cultural leaders.

ACA internships are unpaid. Program benefits may include personal career mentoring from/by ACA staff. You may also be eligible for university credit for your ACA internship (course/credit must be identified and arranged by intern with counsel from his/her university advisor).

Qualifications:

ACA interns must...

- ...be undergraduate students, graduate students, or college graduates
- ...have experience/interest in (Arts Learning, Local Arts Development, Performing Arts, Visual Arts, Literature), arts administration, public relations, and/or cultural policy
- ...possess exemplary verbal and written communication skills
- ...possess strong organizational skills and the ability to prioritize and manage concurrent projects
- ...possess the ability to work independently as well as in a team environment

Preferred qualities:

ACA interns should be...

- ...assertive and resourceful self-starters, able to problem-solve and to fully engage in projects/tasks
- ...comfortable using or willing to learn to use Microsoft Office products: Excel, Access, Outlook, Word, FrontPage
- ...comfortable working with or willing to learn to work with complex databases
- ...comfortable updating or willing to learn to update information on the ACA website

Arizona Commission on the Arts Internship Opportunities – August 2008

Specific duties and responsibilities:

ACA Arts Learning Program Intern:

- Assist with the grants administration process
- Prepare and compile materials for Arts Learning programs and the Teaching Artist Roster
- Update and maintain various databases
- Assist with coordination of logistics for Poetry Out Loud program
- Conduct research, tasks, and other projects as assigned

ACA Visual Arts Intern:

- Assist with research involved in developing new initiatives and projects as needed
- Assist with grants process and review for programs serving individuals and organizations
- Update and maintain various databases
- Assist with agency work in support of public art and memorials; liaise between agency and statewide public art administrators
- Conduct research and coordinate logistics for exhibition projects
- Conduct research and compile information for Visual Arts Resources

ACA State and Local Partnerships Intern

- Work with the Director of State and Local Partnerships to create ongoing resources for local arts agencies
- Assist with grants process and review for programs serving organizations
- Assist with the logistics of a statewide tribal museum gathering
- Assist with Teaching Artist Roster Folk Arts Panels
- Assist the Accessibility & State and Local Partnerships Coordinator
- Coordinate Emerging Leaders AZ logistics for annual Creative Conversation
- Complete research, tasks and other projects as assigned

ACA Individual Artist Services Intern:

- Assist with preparation of Artists Project Grants applications for panel review
- Assist with coordination of support and planning aspects involved with the Creative Capital Professional Development Program
- Update and maintain various databases
- Conduct research and compile information regarding Individual Artist resources
- Assist with planning aspects of the Southwest Arts Conference

ACA Communications Intern:

- Assist with writing and producing press releases
- Assist with conferences and media events
- Assist with agency publications, website, and literary or research projects

If you are interested, please submit the following via email or mail by **3 September 2008:**

- A *one page* letter of inquiry, speaking to coursework, experience, or special interests related to the posted position
- A resume or CV
- A list of at least three professional/academic references (contact info only: names, titles, phone numbers, email addresses; letters of reference not required)

Email your materials to: info@azarts.gov with a subject line that pertains to your application:

OR mail your materials to:

Arizona Commission on the Arts

Attention: ACA Arts Learning Program Intern OR ACA Visual Arts Intern OR ACA Individual Artist Services Intern OR ACA State and Local Partnerships Intern OR ACA Communications Intern.

417 West Roosevelt, Phoenix, AZ 85003-1326